



City of Rowlett
Joint Work Session Minutes
City Council
Planning and Zoning Commission

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Tuesday, December 14, 2010

6:00 P.M.

Municipal Building – 4000 Main Street

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

Council Present: Mayor Pro Tem Gottel, Deputy Mayor Pro Tem Jackson, Councilmember Phillips, Councilmember Davis, Councilmember Kilgore and Councilmember Gallops

Council Absent: Mayor Harper

Commissioners Present: Chairman Sheffield, Commissioner Crawley, Commissioner Landry, Commissioner Cigainero, Alternate Kittrell and Alternate Pankratz

Commissioners Absent: Vice Chairman Greg Peebles, Commissioners Charles and Commissioner Alexander

1. CALL TO ORDER

1A. City Council

Mayor Pro Tem Gottel called the City Council to order at 6:00 p.m.

1B. Planning and Zoning Commission

Chair Sheffield called the Planning and Zoning Commission to order at 6:01 p.m.

2. WORK SESSION ITEM

- 2A. Provide City Council and the Planning and Zoning Commission with an update regarding the Comprehensive Plan Update selection process and the recommended consulting team as determined by the Comprehensive Plan Steering Committee.

Erin Jones, Planning Manager presented an overview of the timeline leading up to the recommendation and the anticipated timeline moving forward. She stated that nine teams submitted Statement of Qualifications (SOQs) in response to the City's Request for Qualifications (RFQs). She went on to explain that City staff prepared an objective list of criteria based on the requirements listed in the RFQ. The Steering Committee formulated the initial rankings based on that criterion and chose to interview six of the nine teams. She explained that the Committee then chose to create a more subjective interview process that focused on four main points that the Committee deemed most important. With that Ms. Jones turned the presentation over to Rick Sheffield, the Comprehensive Plan Steering Committee's designated speaker.

Mr. Sheffield stated that the Committee was comprised of a diverse group of people with many different points of view. He went on to list the committee members and introduce those in attendance. The members are as follows:

City Council

- *Councilman Doug Phillips
- *Councilman Michael Gallops

Planning and Zoning Commission

- *Chairman Rick Sheffield
- Commissioner Joe Charles

Economic Development Advisory Board

- Drew Howard

Parks and Recreation Advisory Board

- *Ronald Miller

Chamber of Commerce

- Mark Garcia

Downtown Rowlett Association

- Lisa Ferrell

City Staff

- *Lynda Humble, City Manager
- *Steve Cooke, Public Works Director
- *Erin Jones, Planning Manager

*Present at Joint Meeting

He stated that the Committee asked the consulting teams to focus on the following points during the interview process:

1. How the teams differentiate between a vision plan and a typical/traditional comprehensive plan
2. How the teams would use non-traditional ways to engage citizen input
3. How the teams would use scenario planning in the process
4. How the teams would tailor the implementation strategies with regard to executing the policies that are proposed.

Mr. Sheffield stated that it was of utmost importance to the Committee that any future policy recommendations be grounded in reality and that is why the economic component is so important. He stated that while all the teams had impressive resumes, the Hellmuth, Obata & Kassabaum, LP (HOK) team approach showed that they function as a well organized team while providing the above mentioned services. The Committee is confident that all HOK team members will be able to engage the public and ultimately ground recommendations in economic reality. Mr. Sheffield stated that the Committee recommends HOK.

The Councilmembers and Commissioners reiterated the need for public involvement and using unique ways to reach out to citizens, property owners, developers, businesses, etc. Lynda Humble, City Manager, provided a general schedule and stated that there will be Council and Commission updates negotiated as part of the project scope in the final contract. The Council gave verbal consensus that they will support staff negotiating a contract with HOK.

Ms. Humble and Mayor Pro Tem Gottel thanked staff and the Committee for their hard work on this process.

3. ADJOURNMENT

3A. City Council


Mayor Pro Tem Gottel adjourned the Council at 6:30 p.m.

3B. Planning and Zoning Commission

Chair Sheffield adjourned the Planning and Zoning Commission at 6:31 p.m.



John E. Harper, Mayor



Susie Quinn, City Secretary

Date Approved: January 4, 2011